

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: August 21, 2003

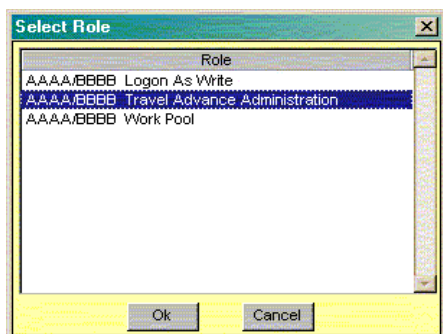
CALATERS LETTER #03-010

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: PAT QUINN, CalATERS Training Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: INSTRUCTION REVISIONS FOR TRAVEL ADVANCE ADMINISTRATION PRIVILEGE

CalATERS instructions have been updated to reflect changes to the select role screen in CalATERS System Administration. Accounting staff now accesses System Administration using the "Travel Advance Administration" privilege (previously called "Manual Travel Advance"). Additionally, the Travel Advance Form and Expense Reimbursement Form privileges have been combined into one privilege called "Work Pool". The select role screen provides visual confirmation of these privileges.



Accesses CalATERS System Administration to
Add, Update or Clear Travel Advances.

Note: This update is a name change only. The functionality associated with "Manual Travel Advance" vs. "Travel Advance Administration" has not changed.

Instruction[Approve Travel Advance](#)[Travel Advance Administration](#)

(previously Manual Travel Advance Process)

[CalATERS Work Flow and Forms Processing for Accounting Staff](#)[Sign In Procedures and Access Problems](#)[CalATERS Work Flow and Forms Processing for Help Desk Staff](#)[Direct Links to Instructions](#)**Role Affected**

Accounting

Accounting

Accounting

Help Desk

Help Desk

Help Desk

Revision dates are included on the first page of each set of instructions and lines in the right margin indicate where changes were made. For a comprehensive list of all instructions available on the CalATERS website, click Travel Advance and Expense Reimbursement, Help Desk, Direct Links to Instructions on This Website.

If you have questions or if you experience any problems accessing or printing instructions, please contact your Department CalATERS Help Desk and reference this CalATERS Letter. Thank you.